NHAIS Interlibrary Loan System – Lending Policy

The new NHAIS Interlibrary Loan System includes an option for ILL lenders to specify particular formats of materials that they will not lend, not renew, or will lend for a period of time other than the current default of 60 days. By default all materials for all lenders are available to be requested (filling an individual request is always at the discretion of the lending library).
If your library would like to specify formats of materials that you won't lend *you can have that option activated by completing this form and sending it to NHSL, NHAIS Services.*

Library Name: _____

HSA code: _____   **Date form completed:** _____

Signature of Library Director: _____

The MARC coding that is used to define each of the material formats is explained in the handout *Lending Policy Formats Defined* which is available at http://nh.gov/nhsl/nhais/training.htm

Material Format (alphabetical)	Will you LEND this format? (blank = YES)	Loan Period (days) If blank will be system default	Will you RENEW this format? (blank = YES)	Renewal Period (days) If blank will be system default
2D Non-projected Graphics				
3D Object				
Archival Materials				
Art				
Atlas				
Audiobook				
Audiobook Cassette				
Audiobook CD				
Audiobook Player				
Blu-ray				
Book				
Braille				
Computer File				
Computer Game				
Computer Program				
Database/Website				
DVD				
eAudiobook				
eBook				
eBook Reader				

Additional formats are listed on the reverse. Be sure to complete BOTH sides!

Material Format (alphabetical)	Will you LEND this format? (blank = YES)	Loan Period (days) If blank will be system default	Will you RENEW this format? (blank = YES)	Renewal Period (days) If blank will be system default
eJournal				
eMap				
eMusic				
eNewspaper				
eSerial				
eVideo				
Film				
Filmstrip				
Flashcard				
Game				
Globe				
Kit				
Large Print				
Map				
Microform				
Music Audio Player				
Music Cassette				
Music CD				
Music LP				
Music Recording				
Music Score				
Newspaper				
Online Content				
Periodical				
Picture				
Serial (including article copy requests)				
Slide				
Spoken Word LP				
Toy				
Unknown				
Videocassette				
Visual Materials				

NOTE: The system identifies the format of the material based on specific coding in the MARC record; this is why collections like 'new' or 'ref' cannot be excluded. If the records your library contributes to the system (through loads or via a Z39.50 connection) are not fully and correctly coded the system will not be able to filter requests properly for these formats. The specific coding used is explained in the handout *Lending Policy Formats Defined* which is available at http://nh.gov/nhsl/nhais/training.htm